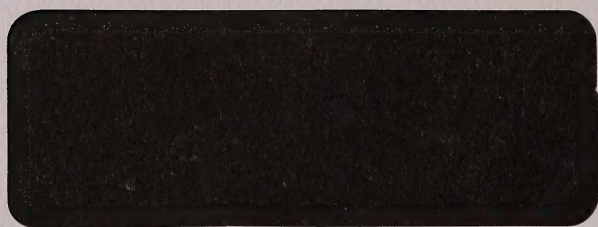


ALBERTA FARM EQUIPMENT MANUFACTURERS'

SAFETY PROGRAM



**A PROJECT FUNDED BY THE
OCCUPATIONAL HEALTH AND SAFETY
HERITAGE GRANT PROGRAM**



THE ALBERTA FARM EQUIPMENT MANUFACTURERS' SAFETY PROGRAM

FINAL REPORT

Since the inception of the program February 1, 1988 to January 31, 1989 the following activities have taken place.

1. Letters with Questionnaires - (Pre-Safety Audit Information and WCB Information Release Authorization Forms) were developed and sent out to approximately 150 companies who manufacture farm implements. A copy of the questionnaire was also sent to Hilary Lynne at Rebr...

ALBERTA FARM EQUIPMENT MANUFACTURERS'

SAFETY PROGRAM

2. Firms wishing to participate were plotted on a map by geographic area. This assisted the Project Leader, Les Rether, to facilitate conducting safety audits and consultations by geographic area to reduce unnecessary travel and to best utilize his time.

3. A list was prepared of all firms and they were categorized into 3 groups based on the number of employees per company.

Group 1	-	1 - 19 employees
Group 2	-	20 - 49 employees
Group 3	-	50 or more employees

4. Once these 3 groups were established, 3 different safety audit reports were researched and written up based on the number of employees per firm and the various problems encountered in plants.

The reports consisted of 2 parts. Part I covered the administrative elements and Part II the inspection of physical conditions. The reports were placed on a computer and are the basis for providing safety audit and consultation reports to the various companies concerned. See enclosure for sample reports Part I and Part II for Group 1.

The type of report submitted to each company was based not only on the number of employees per company but on management's position, interest and concern, and whether or not the company has a designated person in the workplace who acted as the safety co-ordinator for the plant either part or full time.

5. A reference guide for the physical safety audit portion of the report was developed. This is broken down into various categories of unsafe conditions with a brief descriptive commentary on different conditions that may exist in each plant. This accelerated the preparation and completion of final reports to the various companies who had been audited and provided safety consultation.

THE ALBERTA FARM EQUIPMENT MANUFACTURERS' SAFETY PROGRAM

FINAL REPORT

Since the inception of the program February 1, 1988 to January 31, 1989 the following activities have taken place.

1. **Letters with Questionnaires** - (Pre-Safety Audit information and WCB Information Release Authorization Forms) were developed and sent out to approximately 140 companies who manufacture farm implements. A copy of this information was also sent to Hilary Lynas on February 10, 1988 (see Appendix A).
2. Firms wishing to participate were plotted on a map by geographic areas. This assisted the Project Leader, Les Betker, to facilitate conducting safety audits and consultations by geographic areas to reduce unnecessary travel and to best utilize his time.
3. A list was prepared of all firms and they were categorized into 3 groups based on the number of employees per company.

Group 1	-	1 - 19 employees
Group 2	-	20 - 49 employees
Group 3	-	50 or more employees

4. Once these 3 groups were established, 3 different safety audit reports were researched and written up based on the number of employees per firm and the various problems encountered in plants.

The reports contained 2 parts: Part I covered the administration elements and Part II the inspection of physical conditions. The reports were placed on a computer and are the basis for providing safety audit and consultation reports to the various companies concerned (see enclosures for sample reports Part I and Part II for Group 3).

The type of report submitted to each company was based not only on the number of employees per company but on management's genuine interest and concern, and whether or not the company has a designated person in the workplace who served as the safety co-ordinator for the plant either part or full time.

5. A reference guide for the physical safety audit portion of the report was developed. This is broken down into various categories of unsafe conditions with a brief descriptive commentary on different conditions that may exist in each plant. This accelerated the preparation and submissions of final reports to the various companies who had been audited and provided safety consultation.

6. To guide the project leader in report preparation, safety audit rating guides and questionnaires were developed for each of the 3 groups mentioned previously. These guides and questionnaires dealt with all of the elements of a safety program used in discussion and interviews with the management of each company (see Appendix B).

This information assisted the auditor to assess the overall effectiveness of each company's program in preventing accidents and it also guided the auditor in what recommendations should be included in each report.

Prior to conducting the audits/consultations, firms were contacted ahead of time to arrange for a date and time and then an itinerary was prepared for one week at a time to carry out these services.

7. Once all the ground work was prepared the next step was to conduct safety audits and consultations.

To date 56 firms have been audited. Before the funds for this first year are used up, it is anticipated that sixty (60) audits will have been completed.

8. Future audits to be scheduled - 4

- Lethbridge and Area - 4

9. Follow-ups to the Audits Conducted

To conduct follow-up visits, a "Follow-up to Safety Audit" form was developed (see Appendix C). The purpose of the follow-ups for the audits/consultations conducted at the various plants was to:

- (a) Determine if the recommendations, in the reports each company received, were reviewed and completed -- if not, why?
- (b) Obtain feedback about the report itself and answer the concerns and/or questions related to the reports.
- (c) Determine what additional assistance each company requires.
- (d) Determine if the report had generated any positive changes or improvements in attitudes, housekeeping, various work practices and reduction of medical aid or lost time injuries in the work place, etc.

To the end of March 31, 1989, 32 follow-up visits have been conducted.

Before funds for the first year are used up, it is anticipated to do follow-ups with the remaining companies either through phone calls or personal visits -- preferably by personal visits.

6. To guide the project leader in report preparation, safety audit rating guides and questionnaires were developed for each of the 3 groups mentioned previously. These guides and questionnaires dealt with all of the elements of a safety program used in discussion and interviews with the management of each company (see Appendix E).

This information assisted the auditor to assess the overall effectiveness of each company's program in preventing accidents and it also guided the auditor in what recommendations should be included in each report.

Prior to conducting the audit/consultations, firms were contacted ahead of time to arrange for a date and time and then an itinerary was prepared for one week at a time to carry out these services.

7. Once all the ground work was prepared the next step was to conduct safety audits and consultations.

To date 25 firms have been audited. Before the funds for this first year are used up, it is anticipated that sixty (60) audits will have been completed.

8. Future audits to be scheduled

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9. Follow-up to the Audits
To conduct follow-up visits, a "Follow-up to Safety Audit" form was developed (see Appendix C). The purpose of the follow-up for the audits/consultations conducted at the various plants was to:

- Determine if the recommendations, in the report, each company received, were reviewed and completed -- if not, why?
- Obtain feedback about the report itself and answer the company's and/or questions related to the report.
- Determine what additional assistance each company requires.

(d) Determine if the report had generated any positive changes or improvements in attitudes, housekeeping, various work practices and reduction of medical aid or lost time injuries in the work place, etc.

To the end of March 31, 1983, 25 follow-up visits have been conducted.

Before funds for the first year are used up, it is anticipated to do follow-ups with the remaining companies either through phone calls or personal visits -- preferably by personal visits.

10. Problems Encountered in the Alberta Safety Program

- (a) A few firms still view this program with suspicion because they think the Safety Consultant is a spy or is working under cover for the WCB or the Occupational Health and Safety Division Work Site Services. Assurances are constantly given to these companies that all consultation and reports will be strictly confidential between the user firm and the Safety Consultant. It is felt that these fears and suspicions will disappear once they receive and review their audit reports and follow-up visits are made with each company.

Hopefully, they will begin to realize what this program is attempting to do and that is to create educational, promotional and awareness programs. Eventually they will see the benefits and this will encourage them to want to reduce injuries, correct causes of accidents, eliminate production tie-ups, improve product quality and as important, improve employee morale.

- (b) One of the major concerns is the lengthy delay by the Administration Branch of the Workers' Compensation Board in Edmonton in providing Accident and Cost Experience printouts for the various companies being audited.

It is vital that this information, some of which was requested months in advance, be provided as quickly as possible, as was promised, but not always supplied in reasonable time.

In future, possibly the Research and Epidemiology Branch of the Occupational Health and Safety Division could provide this information as it is required from time to time.

This information is categorized into meaningful information which is discussed with the Management of each company during the audit interview and in the final reports submitted to them. The delay by the WCB has meant delaying our reports -- which is not acceptable by us or satisfactory or meaningful to those companies who await these reports.

- (c) Approximately 9 audits that had been scheduled through prior contact with various companies were cancelled upon the Project Leader's arrival on site. Due to lack of activity in these plants at the time or for other reasons, it was felt that a meaningful audit could not be conducted, therefore they were rescheduled to a later date.

Also, one firm refused at the last moment to allow an audit (possibly embarrassed by poor housekeeping in the work place). In a couple situations the owner/manager forgot to mark it down on their calendars and one decided he wouldn't have it done right then.

- (d) Only two firms out of 56 would not allow coloured photographs to be taken. This was for security reasons or possibly because they were embarrassed about the housekeeping and condition of their plant at the time.
 - (e) During the administrative section of the audit when the Project Leader interviewed management personnel there were a number of interruptions. The customers or employees were seeking advice or experiencing problems and had to talk to management. Usually these interruptions occurred mostly with the small companies. It was understandable that these managers were trying their best to do business and keep their employees and customers happy during these tough economic times. These types of interruptions very seldom occur in the larger companies.
11. (a) All the companies, approximately 140, listed under Section II "Manufactures" shown in the Alberta Farm Implement Buyers Guide had two letters sent to them, phone calls, and personal visits to try and interest them in this safety program.
- (b) Also, on a regular basis articles on the Alberta Farm Equipment Manufacturers Safety Program have been carried in the "PIMA PULSE", which is a monthly newsletter published by the Prairie Implement Manufacturers' Association and circulated to all its members.
- (c) A number of companies still have not responded to indicate interest in this Program to date. Thus far many firms have definitely said "No -- not interested" and others are no longer in business (see Item #12 for particulars).
- (d) Recently the WCB was requested to provide the Project Leader with a list of all companies who manufacture agricultural related implements, or related products, in order that no one company is overlooked in this program.

These companies were identified and selected based on the lists shown under item 11(a).

The following industry codes were requested:

- 31100 (8.03) - Manufacture of Agricultural Implements
- 31101 (8.03) - Manufacture of Heavy Duty Truck Hoists and Flat Bed Trailers and Wagons
- 31102 (8.02) - Manufacture of Tractor and Combine Cabs
- 31507 (10.02) - Assembly, Installation and Service of Blowers

Once this updated information is received, further contacts will be made with these firms in an attempt to interest them in the Safety Program.

12. Other Activities

(a) Courtesy Calls and Consultations

Whenever time permitted, while doing safety consultations/audits in a given area, a courtesy call either through a telephone call or preferably a personal visit was made to numerous companies. These are companies who had previously declined to participate in this safety program or who had failed to respond to a questionnaire and previous letters sent to them.

The purpose of the call and consultations was to find out if they were in fact manufacturing agricultural (farm) implements and related products to determine whether their company qualified for this program. Some of the companies contacted had either gone bankrupt, or were not manufacturing farm implements or had switched to another line of manufacturing. **However, the main purpose for the contacts was** to interest them in the Safety Program, (solicit their participation), and to create a positive awareness about health and safety matters. This was accomplished by explaining in detail to them and answering any questions or concerns to give them a better understanding of what the program was all about and what we were attempting to accomplish. It also served to allay any misunderstandings and fears about the confidentiality of the Safety Consultations/Audits Reports and to assure them there would be no cost to their company for providing these services.

It was through these courtesy calls and consultations that a number of companies had a change of heart and decided to participate in the Safety Program by allowing the Safety Consultation/Audit to be carried out in their plants.

A total of sixty-four (64) courtesy calls/visits and consultations were made. Also see items 12 (d), (e), (f) and (g) for additional courtesy calls and consultations.

- 25 Firms Contacted -- showed an interest in the program. Some have already had the safety consultation/audit done or will eventually participate.
- 23 Other Firms Contacted -- Not Interested
- 4 Firms Contacted -- Contract out their work -- Not Interested

- 6 Firms Contacted -- discontinued manufacturing farm machinery -- not interested
 - 6 Firms Contacted are no longer in business.
- (b) The Project Leader met with Occupational Health and Safety, and the Fire Prevention Branch officials in Edmonton, Calgary, Red Deer and Lethbridge on various occasions. At these meetings Occupational Health and Safety matters were discussed and a quantity of booklets, pamphlets, bulletins, posters and decals were picked up to distribute to the various firms being audited to create an awareness, change negative to positive attitudes, stimulate their thinking, and promote safety in their places of work.
 - (c) The Project Leader met with the PIMA Alberta Legislative Committee while conducting audits in Calgary and Edmonton to discuss progress of the program and to discuss future programming -- "Where Do We Go from Here".
 - (d) The Project Leader spent 3 days (June 22 - 24) at the Western Canada Farm Progress Show in Regina. Thirty-seven firms from Alberta were contacted to discuss health and safety concerns and to solicit firms to allow a safety audit in their plants. Four additional firms gave approval.
 - (e) Attended the Agribition Show in Regina on November 30 and December 2, 1988. Visited 19 agricultural farm manufacturers from Alberta to solicit companies for the safety program, to discuss health and safety matters and to provide additional health and safety information to those firms who have already had audits/consultations.
 - (f) Attended the Northlands Farm and Ranch Show and visited 35 Alberta companies in Edmonton on March 30 and 31, 1989 with the same intentions as indicated in Items 12 (d) and (e).
 - (g) The Safety Consultant (Project Leader) attended the Annual Meeting of the Prairie Implement Manufacturer's Association in Regina on February 25 to February 27, 1988 and in Winnipeg on February 16 to 19, 1989. This provided an opportunity to further publicize and share the importance of all Alberta Manufacturers participating in the Program. It also provided a forum to ask any questions and express their views.

13. Positive Aspects of the Alberta Farm Equipment Manufacturers' Safety Program

Because of the follow-ups conducted using the "Follow-up to Safety Audit" forms, many positive comments have been made about the reports, pictures and the recommendations contained in the reports.

Comments made:

- . We have a moral obligation to do something concrete about our Health and Safety Program. The pictures in the report are proof that much work needs to be done to make ours a safer place to work.
- . The report and coloured pictures were most helpful to create an awareness and help us to recognize the unsafe conditions and unsafe acts that occur in our plant -- it has made us more alert.
- . The housekeeping inside and outside the plant has been vastly improved. Housekeeping is usually the yardstick by which we measure Safety Attitudes. In many work places the attitudes are much more positive.
- . We have walked by these unsafe conditions many, many times but failed to recognize them as such. "We couldn't see the forest for the trees." The report helped build and increase safety awareness.
- . From the report we have developed a Safety Action Plan because your recommendations gave direction as to What and Where we need to go and How to get there.
- . The data sheets on Spray Painting, Welding and Xylene have been circulated so that those doing this work know what's expected to maintain a safe working environment and what hazards we need to be aware of and the type of protective safety clothing and equipment we should be wearing.
- . Most of us have now realized that Safety is really a matter of using common sense and applying it every work day of the month and year. The report and coloured photos substantiate this.
- . Safety is a positive attitude and the setting of good examples by management and the Supervisors will help develop this attitude in people quicker than any form of government legislation.
- . It will be easier to get funding from management now that they are aware of the problems and what has to be done to make our plant a better and safer place to work.
- . The audit report will help those of us in Management to realize that safety has got to start with us and filter all the way down throughout our company. We must provide proper leadership and act upon the recommendations in the report if we are going to keep the accidents and costs down.

- . We used your coloured pictures taken during the physical audit and placed them, one at a time, on the bulletin board to provoke thought and induce actions and bring forth new ideas from our employees on how to prevent accidents on the job.
- . The audit report created a safety awareness and generated an accident prevention interest in our employees. They are now more conscious of their housekeeping and other safety matters than they have been in the past.
- . The Consultant's Report made it easier for us to promote the use of wearing safety glasses, boots and work gloves to reduce injuries.
- . By having this audit done demonstrates management concerns and that we plan to do something remedial about the shortcomings disclosed in the report.
- . Because of the coloured pictures we are more conscious and aware of what the safety requirements are. As a result our housekeeping and painting and welding practices are vastly improved.
- . The report has now got me thinking "Safety" and helps us realize we need more help to overcome our problems.
- . Since the report has been reviewed, we have now involved more of our workers in the safety program and have formed an Occupational Health and Safety Committee.
- . We now conduct our own in-house inspections because we have been made aware of some of the unsafe conditions and acts to look for. However, we need additional booklets and other audio/visual aids to help make us aware of many of the other hazards in our plants.
- . As a result of your report our safety inspection and accident investigations have greatly improved in quality.
- . Your indepth report was very helpful because it outlined the programs to be initiated in a step-by-step form. Most firms like ourselves don't have anyone with safety training or experience so the report was most useful because we are developing a Health and Safety Program for the first time.
- . The report was a tremendous help and really a stepping stone in helping us set up our Occupational Health Committee which will be involved in implementing many of the programs suggested.
- . As Production Managers and Owners there is no way for us to know all there is to know about safety. We are glad to have your expertise and make us aware of the safety resources available to us.

14. Negative Responses (Excuses) During Follow-up Visits

Many times when conditions in plants are less than good, or when accident/injury statistics are reviewed with the companies or included in the reports, there is a tendency to go on the defensive when this is brought to their attention. So often we hear some of the following excuses:

- (a) "We haven't got time to carry out the recommendations in the reports."

Upon pursuing this matter, it was determined that on the other hand, a great deal of time was spent investigating the medical aid, lost time injuries and damage to the equipment and buildings. However, time spent on preventative measures is more productive than time spent on investigations of injuries -- which are after the fact.

- (b) "We don't have any accidents/injuries in our workplace."

When the WCB costs and injury statistics were reviewed with the companies during the follow-up visits, they got a real shock. They didn't realize or it was more convenient to forget that there were any such problems in their plants.

- (c) "We were in a hurry" ... because it was close to quitting time or we had to meet the customer's deadline to fill the orders for the parts and equipment.

"Haste makes for waste".

- (d) "Production has to override all other considerations including Health and Safety."

The fact is you cannot separate health and safety from production -- they are both part and parcel of the same thing -- they go "hand in glove". If a person has been trained properly to do his/her job then the end result is it will be done safely.

- (e) "We've been doing it this way for years and nothing has happened yet." -- But does that make it right?

IT ONLY TAKES ONCE -- a fire, an explosion, a serious injury or a fatality and it can put these companies out of business temporarily and some times even permanently.

15. Problems Revealed During the Safety Audits/Consultations

For the safety audits conducted to date, the following problems and concerns have been revealed:

(a) Work Practices

- . Fire Prevention and Protection Practices
- . Plant Housekeeping and Waste Disposal
- . Painting and Welding -- Unsafe Work Practices
- . Improper use of various hazardous materials in the workplace (Xylene, Toluol, Methyl Ethyl Ketone, Compressed Gases, etc.)
- . **Many Unsafe Acts and Unsafe Conditions are Present and Occurring at the Work Sites** as the audit/consultation reports submitted to each company indicated.
- . To a lesser degree the following conditions are a problem:
 - Guarding
 - Electrical Conditions
 - Stacking and Storage of Materials
 - Ventilation Problems in Painting and Welding Areas

(b) Injury Incidents/Accidents Resulting from the Following Risks and Hazards on the Job (from WCB Printouts)

(1) Source of Injury

Many injuries involve metal items (approximately one-half), machines, bodily motion, welding flashes and working surfaces.

(2) Accident Types

Approximately one-third of the injuries are the result of being struck by and the remainder by over exertion (approximately one-quarter), caught in or between, rubbed or abraded, etc. for the balance of injuries.

(3) Nature of Injury

Sprains and strains account for approximately 31% of injuries, with cuts, lacerations, bruises and crushing accounting for approximately 45% of all injuries. The balance of injuries occur from scratches, abrasions, dislocation, fractures and radiation from welding.

(4) Part of the Body

The most common injuries occur to the fingers (20%), back (20%), eyes (17%) and the balance to ankles, feet, trunk and wrist, etc.

16. **After Safety Audits and Consultations — WHERE DO WE GO FROM HERE?** Reference should be made to the applicaiton for the second year of funding for this project.

Respectfully submitted,

Les Betker,
Safety Consultant.



PRAIRIE IMPLEMENT MANUFACTURERS ASSOCIATION

2135 ALBERT STREET, REGINA, SASKATCHEWAN S4P 2V1 (306) 522-2710 522-7413

TO: All Alberta PIMA and Non-PIMA Members

RE: Safety Program for Alberta
Farm Equipment Manufacturers

As announced in the January 1988 Issue of the PIMA Pulse Newsletter, the above stated program officially commenced on February 1, 1988 and will carry on for one year. The Alberta PIMA Legislative Committee have worked since the spring of 1985 on this project and now it has become a reality.

This program will be funded by a grant from the Occupational Health and Safety Heritage Grant Program in Alberta, therefore it will be at no cost to your firm.

If your firm would be interested in having a safety audit conducted in your plant, please assist us by completing the attached forms:

PART "A" -- Pre-Safety Audit Information

PART "B" -- WCB Information Release Authorization Form

For full particulars on what an audit involves and other pertinent information, please refer to Appendix "What is a Safety Audit".

So that we can maximize our time in carrying out this program and to schedule audits, this information is required by no later than February 23, 1988.

Thank you in advance for your co-operation in this vital health and safety matter.

Les Betker
Project Leader

P.S. Mail this information to the writer at:

99 Atchison Crescent,
Regina, Saskatchewan.
S4R 5J8

Safety Audit Required

Yes ☐ No ☐

If Yes provide information requested on Part "A" and "B" and return to Project Leader.

If No return forms anyway to Project Leader to indicate your intentions.

1. Company and/or department - _____

2. Address of Plant _____

Postal Code _____

Note: For firms in Calgary, Edmonton, Lethbridge and Red Deer, please pinpoint the exact location of your plant on attached map and return it to Project Leader with this information sheet.

3. Senior Manager at Location:

Name: _____ Title: _____

Phone: _____

4. Your firm's contact person for audit: Name: _____

Title: _____ Phone Bus: _____ Res. _____

5. Type of undertaking and principal operations _____

6. Main hazard sources: _____

7. Total Number of Plant Employees: _____

8. Number of shifts: _____

From: _____ to _____ AND From: _____ to _____

(OR normal working hours)

9. Normal working days: _____ to _____

10. Do you shut-down plant completely for a vacation period? Yes No

11. If yes - specify dates: _____

12. Do you have an Occupational Health and Safety Committee(s)? Yes No

If yes - Number of Members: Management _____, Union _____

or Employees _____.

13. Do you employ a Safety and Health Program Co-ordinator? Part Time/Full

Name: _____ Working Title: _____

14. Accident Record last 2 years.

Year	Number of Fatal Injuries (A)	Number of Other Disabling (Lost Time) Injuries (B)	Minor Injuries		Total Number of Incidents (A + B + C + D)
			Medical (C)	First Aid (D)	
1986					
1987					

15. Loss from accidents:

Note: Provide this information only if not time consuming to retrieve it.

Year	Actual Work Days Lost Due to Accidents/Injuries	Total Cost of Injury Compensation	Property Damage and Material Loss Costs	Production Down Time
1986				
1987				

16. Present accident record rated against previous two years performance.

Improved _____ Unfavourable _____ Static _____

17. Comments or Recommendations: _____

Signature: _____

Title: _____

Date: _____

PART "B"

"WCB" INFORMATION RELEASE AUTHORIZATION FORM

I/We hereby authorize the Alberta Workers' Compensation Board to release to Mr. Les Betker, Project Leader, for the Alberta PIMA Safety Program, the following information for the years 1986 and 1987:

- Accident Experience
- Cost Experience

This information to be reviewed with management when conducting Safety Audit(s) at this firm.

Company Name(s): _____ and

WCB Industry Code Number(s) _____ and _____

WCB Account Number(s) _____ and _____

Note: If your firm has more than one name, Industry Code and Account Number, please indicate these.

Authorized by: _____

Title: _____

Date: _____

Note: This information will be kept strictly **"Confidential"**.

Send Information to: Les Betker, Project Leader
c/o Prairie Implement Manufacturers Association
99 Atchison Crescent
Regina, Saskatchewan.
S4R 5J8

APPENDIX

A. WHAT IS A SAFETY AUDIT?

A Safety Audit is a methodical, in-depth examination of an organization's accident prevention (safety) program.

The Purpose is to study the whole safety structure of your firm, that is, undertake a critical review of all elements of your present safety program to evaluate its effectiveness in your plant.

To do this a pre-determined guide or checklist will be prepared using these elements that effect good or less than good safety practices.

What Administrative Elements of a Safety Program Will be Reviewed?

- . What is Management Involvement?
- . Safety Policy and Safety Attitudes?
- . Responsibility and Accountability for Safety
- . Safety Committees and Safety Organization
- . Education and Training
- . Communications
- . Inspections
- . Accident/Injury Investigations, Reporting, Statistics and Follow-up
- . WCB Claims Management
- . Employee Health Services and Health Hazards Control
- . Etc., Etc.

Under each of the above headings, a number of pertinent questions relating to these elements will be directed at management present at this audit meeting.

In addition to this examination and review of each of these elements, it is also an assessment of environmental conditions and work methods. This is accomplished by conducting a physical inspection of the premises and observations of employees performing operations which accident records show were hazardous in the past. During the inspection, the Project Leader will take coloured pictures as supportive information for the report. "A picture is worth a thousand words".

The Objectives of an Audit are to determine your firm's strengths and weaknesses in your present safety program. Based on these findings, the Project Leader will recommend corrective measures and a plan of action in a typewritten report. If followed, it is hoped that the following benefits should be realized:

- (a) Promote and provide a health and safe work environment for all Managers, Supervisors/Foremen and workers.
- (b) Create an awareness of the hazards inherent in the workplace.
- (c) Focus attention on specific causes of accidents.

- (d) Assist in developing safe work habits and safe attitudes
- (e) Provide employees an opportunity to participate in accident prevention activities (i.e.: suggesting safety improvements and job procedures, serve on the Occupational Health Committee, conducting inspections, accident investigations, promoting training, etc.)
- (f) Prevent or reduce accidents/injuries and ill health in all workplaces.
- (g) Lower Workers' Compensation costs and ultimately decrease current Workers' Compensation premiums being charged to PIMA and Non-PIMA members involved in the farm equipment manufacturing sector.

B. WHO CONDUCTS THE SAFETY AUDIT

Les Betker, a Safety Consultant, from Regina, Saskatchewan has been contracted to work on this program as the Project Leader.

C. IS THE AUDIT MANDATORY?

No -- only those companies wishing to participate in the program may do so. Those eligible are firms who manufacture farm equipment under WCB Assessment Code #31100, along with firms who manufacture similar items, but who may come under different assessment codes.

D. COSTS TO USER

There are no costs to the participating firms. This one-year program, effective February 1/88, will be funded by a grant from the Occupational Health and Safety Heritage Grant in Alberta.

E. CONFIDENTIALITY

The information gathered during the audits and the completed typewritten reports will be treated in strict confidence and will not be released to anyone (other than the firm being audited), without their consent.

F. SCHEDULING OF AUDITS

It is important that there be no delays in returning the completed Part "A" - Pre-Safety Audit Information Sheet" and Part "B" - WCB Information Release Authorization" forms to the Project Leader.

Once all replies are received back, a provincial audit map will be developed whereby audits will be arranged systematically and by geographic areas to eliminate unnecessary travel and to conserve time during the project.

G. CONTACT FIRMS BEING AUDITED

PROCEDURE:

The Project Leader will phone the contact person suggested on the pre-audit information form to discuss the purpose, areas to be audited, routine, date, time and personnel to be present for the audit.

H. TIME REQUIRED TO CONDUCT EACH AUDIT

This is dependent on the size of the firm, the distance to be travelled between audits, whether or not an Occupational Committee exists in the workplace and other factors.

Rule of Thumb:

1 - 19 Employees - 1/2 day (Commence Audit at 8:00 A.M.
or at 1:00 P.M.)

20 or more Employees - Full Day (Commence at 8:00 A.M. and
complete by 4:00 P.M.)

I. CONDUCTING THE AUDIT

During the audit, interviews would be conducted with the owner/managers and/or their designates to provide the Project Leader with answers to the actual working of their own health and safety program as compared to the program perceived. The prime objective here will be to measure the adequacy and effectiveness of each company's safety and health program.

Following the interviews, the Project Leader will proceed into the second part of the audit. This involves a physical inspection of the premises and observations of personnel performing operations which accident records show were hazardous in the past.

The Project Leader will request a member of management and someone representing the Occupational Health Committee (if applicable) or an employee to accompany him on the inspection.

It is suggested that those accompanying the Project Leader be very knowledgeable in all aspects of the plant operations.

During the inspection, the Project Leader will take coloured pictures as supportive information for the report. Pictures will be taken of safe and unsafe conditions, good and poor housekeeping, work practices, etc., etc. These pictures will be incorporated into the back of the report with comments on the various points on the conditions observed.

By doing this, everyone after having viewed these pictures will more easily understand and be better able to recognize the same conditions when encountered at a later date in their own and others' areas of the workplace.

J. CONCLUSION OF THE AUDIT

At the conclusion of the audit, through pre-arranged plans, the Project Leader will meet with the Occupational Health Committee Employee members, where one exists in the workplace. The purpose of meeting the OHC with management absent is to determine whether or not what management was saying to the Project Leader corresponds to the answers given by this Committee. If there is a difference in opinion, this is discussed with management to clarify the situation. Meeting with this Committee or a few representative employees provides some participation and involvement for their input into the audit.

Before the Project Leader concludes the audit at each workplace, a brief discussion is again held with management to provide them with an overview of his findings to indicate when the typewritten report will be submitted to them. It also provides a forum for any questions or concerns that management may have about this project.

Also, if there are any glaring hazardous conditions or unsafe acts that need corrective actions immediately which cannot be left until the audit report arrives, these will be brought to management's attention immediately.

K. AUDIT REPORTS

The report will be written from notes taken during the interview. An attempt will be made to pinpoint the problems then describe what plan of action needs to be taken to effect a positive change in that company's accident prevention program.

Recommendations in the Report

There are many considerations for management when major costs are involved in the correction of sub-standard practices and conditions as recommended in these reports.

The Project Leader will suggest that a "Plan of Action" be developed by Management where applicable, where all of the recommendations will be listed in order of priority and possibly deadlines set by which these corrective actions are to be met. It is also suggested that senior management monitor this plan of action to ensure the various recommendations are implemented.

In making these recommendations, the Project Leader will attempt to accommodate each firm, bearing in mind the number of employees involved and how much each company's finances would dictate in implementing the various recommendations.

Copies of Report

The original report covering the administrative elements of a safety program and inspection of the physical conditions with coloured pictures, along with a covering letter will be submitted to the owner/manager of the company that was audited. One copy of each report will be kept on file by the Project Leader.

Review and Follow-up of Report

After the company has had the audited report for a reasonable period of time, the Project Leader will contact the owner/manager to provide an opportunity to review the report and to further expound or clarify all or parts of the report. If at all possible, a follow-up visit will be made to determine what corrective measures have been taken.

Companies may request assistance with problems that arise from time to time by calling the Project Leader's Office - Telephone Number (306) 543-7707 in Regina. If there are questions on the safety program please contact the PIMA office at (306) 522-2710.

ANALYSIS OF OCCUPATIONAL HEALTH AND SAFETY PROGRAM

Safety Audit Summary of Ratings

Company: _____ Location: _____

Audit Team: _____

Safety Elements Assessed	Assessment			
	Excellent	Good	Fair	Poor
1. Management Involvement and Commitment				
(a) Safety Policy				
(b) Commitment and Attitude				
(c) Goals and Objectives				
(d) Safety Program Co-ordination				
(e) Responsibility and Accountability				
2. Joint Worksite OH & S Committees and Group Meetings				
3. Safety Education and Training				
4. Communications and Promotion				
5. Safety Inspections				
6. Accident Investigations, Reporting, Statistics and Analysis				
7. WCB Claims Management				
8. Employee Health Care Services				
9. Occupational Hygiene (Noise, Dusts, Gases, Chemicals, etc.)				
10. Special Accident Prevention Measures				
(a) Emergency Preparation (Fire, Lights)				
(b) Personal Protective Equipment				
(c) Housekeeping				
11. Motivating Your Employees (Safety Awards)				
TOTAL				
* Program (Overall) Rating Note: This is not an average of the item ratings, but is the auditor's assessment of the overall effectiveness of the program in preventing accidents.	Excellent - Good - Fair - Poor -			
Auditor (Project Leader)	Date of Audit:			

SAFETY AUDIT RATING GUIDE

I. MANAGEMENT INVOLVEMENT

Safety Policy, Attitude and Goals

Policy

1. Is there a written (), verbal () safety policy for the Company (), Plant () _____

2. Are employees, supervisors, and managers familiar with and understand the safety policy? _____
Is it adhered to? _____

Commitment and Attitude

3. Does all management support the safety program enthusiastically and with a strong commitment? (), nominal support? (), lip service only? (), Indifference? ()
4. What is management's attitude toward the Safety Audit? ()
5. What is the general attitude toward accident prevention by:
- management? _____
- supervisors/foremen? _____
- workers? _____
6. Are labour-management relations excellent? (), good? (), fair? (), poor? ()

Goals and Objectives

7. Have managers, foremen set safety objectives for the current year? _____
- next two years: _____

Safety Program Co-ordination

8. Is there a Safety Co-ordinator -- Part or Full Time? _____
- Name: _____ Title: _____
- To whom does he report? _____
- What is his training and experience? _____

Item rating - excellent? (), good (), fair? (), poor? ()

Responsibility and Accountability for Safety

9. Is success in accident prevention one of the criteria used in promoting managers and supervisors/foremen? _____
10. Is responsibility for safety (accident prevention) defined in a safety manual or handbook? _____
- do those responsible for safety understand their responsibility? _____
11. Do all levels of management and employees understand their responsibility for safety? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

II. JOINT WORKSITE OH & S COMMITTEE(S) AND GROUP MEETINGS

1. Is there a worksite Safety Committee (Joint Management-Labour) in accordance with OH & S Act - Sections 25 & 31~~4~~ & Reg. #197/77? _____
- Are committee members names posted? _____
2. How often does it meet? _____
3. How effective is it? _____
4. Who serves as chairperson? _____
5. Is an agenda prepared for each meeting? _____
6. Are serious accidents investigated and reviewed by the committee? _____
7. Does the committee make recommendations to prevent their re-occurrence? _____
8. Does the committee undertake safety inspections? _____
9. What other duties does this Committee perform? _____

Group Safety Meetings

10. Are these held with employees to discuss timely health and safety topics? _____
How often? _____
11. Are Tool Box Meetings (5-10 minutes) held? _____
How often? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

III. SAFETY EDUCATION AND TRAINING

1. Is there a planned safety training program? _____
 - Who conducts the training sessions _____
 - Who attends _____
2. What orientation and training is provided for new employees? _____
 - Do they receive a safety manual/handbook? _____
3. Have there been any special educational programs on safety glasses, safety shoes, or other protective equipment during the past year? _____
4. Do you receive a regularly published safety news magazine or letter? _____
 - Are these circulated? _____
5. What safety posters, pamphlets, films, slides, VCR, and similar visual promotional aids are in use? _____
 - What are their quality? _____
6. Are company (department) safety rules posted? _____
 - generally understood _____
 - are they reviewed at safety meetings? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

IV. COMMUNICATIONS AND PROMOTIONS

Use of Statistics

1. Are injury and illness statistics and descriptions of accidents distributed regularly to the department heads, supervisors/foremen and the employees? _____
2. Are summaries of accident statistics reported quarterly to the Health and Safety Committee? _____
3. Are serious injuries reported to management immediately? _____

Promotion

4. Are there adequate numbers of bulletin boards for safety and health control purposes? _____
5. Are bulletin boards positioned so employees can view them easily? _____
6. Do foremen/supervisors and the Joint OHC communicate safety and health information to employees? _____
7. Is there an on-going housekeeping promotion in the organization? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

V. SAFETY INSPECTIONS

1. Is there a planned program of regular safety inspections? _____
2. Who conducts them? _____
3. How frequently? _____
4. How extensive are they? _____
5. Are check lists used? _____
6. Who are they reported to? _____
7. Is there any planned follow-up? _____
8. Are employees encouraged to report unsafe conditions and practices/actions? _____
9. How are these safety suggestions (reports) handled? _____
10. Have critical (hazardous) operations been identified? _____
11. Do they receive special inspection attention? _____
12. How? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

VI. ACCIDENT INVESTIGATIONS, REPORTING, STATISTICS AND ANALYSIS

Investigations

1. Is there a written Investigation procedure per OH & S Act - Section 14?

2. Is there a standard report form for Investigation? _____
3. What accidents/incidents are Investigated? _____

- Are near-miss accidents Investigated? _____
4. Who Investigates accidents? _____
- To what extent are senior management, supervisors Involved? _____

5. Are Investigations conducted in a manner likely to reveal the real cause of the accident? _____
6. How promptly are they Investigated? _____
7. Who prepares the report? _____
8. Who receives the report? _____
9. Are the reports clear, concise and well written? _____

10. Are remedial measures implemented promptly? _____

Reporting

11. Is there a standardized system for reporting and processing accidents/incidents and emergencies? _____
12. Is it the practice to discipline accident victims who are believed to have contributed to the accident? _____

Statistics and Analysis

13. Is there a first aid record book maintained? _____
14. What is made of these statistics? Are they analyzed or reviewed periodically? _____
15. Are statistics broken down into types of causes? _____

16. Do accident statistics include costs, what kind (comprehensible, medical aid, property and vehicle damage)? ()
17. Are the conclusions drawn by the analysis of these statistics used effectively by management to determine corrective action? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

VII. WCB CLAIMS MANAGEMENT

1. Is there a proper accident/incident injury reporting system in place to record particulars in the "First Aid and Accident Record Book" for maintaining and processing WCB - Employers Report of Accident Forms #C-040? _____
2. Is the information recorded on the Supervisors accident/incident report form used to complete WCB report form? _____
3. Does your firm receive a WCB monthly statement of:
 - Injury statistics _____
 - Injury costs _____
4. Is there a review and follow-up made of these monthly injury statistics and cost statements? _____
5. Are WCB reporting procedures "In All Cases of Injury" posters located where employees can see it? _____
6. Are management aware of the WCB rate of assessment for their particular industry classification? _____

Item ratings - excellent? (), good? (), fair? (), poor? ()

VIII. EMPLOYEE HEALTH CARE SERVICES

Preventative Health

1. Is there a preventative health program emphasizing importance of life styles (i.e. - nutrition, exercise, recreation, stress control, blood pressure)? _____

First Aid

2. Do emergency procedures exist and are they available to employees including phone numbers and addresses of hospitals, doctors, poison control centre, fire department and ambulance? _____
3. Are these emergency procedures reviewed and known by the staff for fires, chemical spills, medical emergencies? _____
4. Are all first aid facilities and equipment maintained to legislated standards (OH & S Act F/A Reg. # 299/81 & 85/82)? _____
5. Are the number of first aid units/kits adequate? _____
6. Are there sufficient qualified first aid persons available at all times to give: first aid treatment? (), Cardiopulmonary resuscitation (CPR)? ()

Item rating - excellent? (), good? (), fair? (), poor? ()

IX. OCCUPATIONAL HYGIENE

1. At each facility is there an up-to-date list of all hazardous chemicals and other substances used or manufactured to identify their chemical name(s) and composition of all toxic substances used and related hazardous exposures (OH & S Act - Section 24 & Chemical Hazards Regulation # 8/82 and 243/83)? _____
2. Do you consult the Occupational Health Services Hygiene Branch regarding occupational health concerns? _____
3. Do you maintain material safety data sheets on all chemical substances used, stored or manufactured in the organization's operations? _____
4. Are regular, planned inspections carried out which address occupational hygiene hazards? _____
5. Are toxic fume conditions and other health hazards monitored regularly to ensure that they are within prescribed limits of acceptability (Chemical Hazards Reg. # 8/82 and 242/83)? _____
6. Is education and training provided to the Joint OH & S Committee(s), Management and employees, to increase awareness of the occupational hygiene hazards within their workplace? _____
7. Are occupational hygiene hazards and concerns reviewed with the Joint OH&S Committee(s)? _____
8. Are areas containing particular hazards posted to alert employees of the risk (i.e. noise, caustic fumes)? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

X. SPECIAL ACCIDENT PREVENTION MEASURES

A. Emergency Plans

1. Is there an emergency plan in writing? _____
2. Does the detailed Instructions deal with evacuation procedures for:
 - toxic fumes or gases? _____
 - fires? _____
 - explosions? _____
 - bomb threats? _____
 - work shut down? _____
 - other emergency procedures? _____

Emergency Power and Lighting

3. Is emergency power and lighting adequate? _____
4. Is emergency power and lighting provided in all areas where continuous operations are required for life safety or conservation of vital materials and property? _____
5. Are tests and defects recorded with defects repaired immediately? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

B. Personal Protective Equipment

1. Is proper personal protective equipment available to employees (OH & S Reg. # 448/83 - Part 5 and OH & S Act Section 31 - A.2)? _____
2. Is the wearing of the equipment, protective device or clothing by the employee being:
 - used as prescribed? _____
 - consistently enforced? _____
 - do you have disciplinary procedures for violations of rules for non-use of protective equipment? _____
3. Are employees given proper fittings for personal protective equipment requiring special attention such as respirators, eye and hearing protections? _____

4. Are employees properly instructed in the need for, use, cleaning and maintenance of personal protective equipment? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

C. Housekeeping

1. Is there an ongoing housekeeping promotion in the organization (OH & S Reg. # 448/83 - Section 20)? _____
2. Has responsibility for clean-up in certain area(s) been designated?

- are these written? (), or verbal? ()
3. Are regular housekeeping tours conducted? () how often: monthly () quarterly () yearly ()?
4. Who goes on these tours? _____
5. What do employees feel about level of housekeeping? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

XI. MOTIVATING YOUR EMPLOYEES

Safety Awards

1. Do you have any type of safety award program in effect? _____
2. Is this for recognition for having worked many years without a disability ~~for~~ an individual () or group basis ()?
3. If an award plan is in effect, which of the following incentives do you provide: prizes () awards (hard hat stickers, certificates, belt and lapel pins, plaques) () banquets () souvenirs () cash () Safety equipment for off-the-job (first aid kits, fire extinguishers, child restraints for cars) () dinner outings ()
4. Is a "Wise Owl" program in effect? _____
5. Are there any other Safety Awards programs in effect? _____

Item rating - excellent? (), fair? (), good? (), poor? ()

ANALYSIS OF OCCUPATIONAL HEALTH AND SAFETY PROGRAM

Safety Audit Summary of Ratings

Company: _____ Location: _____

Audit Team: _____

Safety Elements Assessed	Assessment			
	Excellent	Good	Fair	Poor
1. Management Involvement and Commitment				
(a) Safety Policy				
(b) Commitment and Attitude				
(c) Goals and Objectives				
(d) Safety Program Co-ordination				
(e) Responsibility and Accountability				
2. Joint Worksite OH & S Committees and Group Meetings				
3. Safety Education and Training				
4. Communications and Promotion				
5. Safety Inspections				
6. Accident Investigations, Reporting, Statistics and Analysis				
7. WCB Claims Management				
8. Employee Health Care Services				
9. Occupational Hygiene (Noise, Dusts, Gases, Chemicals, etc.)				
10. Special Accident Prevention Measures				
(a) Emergency Preparation (Fire, Lights)				
(b) Personal Protective Equipment				
(c) Housekeeping				
(d) Off-the-Job Safety (Road and Home)				
11. Engineering and Purchasing Controls				
12. Motivating Your Employees (Safety Awards)				
TOTAL				
<u>* Program Overall Rating</u> Note: This is not an average of the item ratings, but is the auditor's assessment of your company's overall effectiveness of your present safety program in preventing accidents.	Excellent - Good - Fair - Poor -			
Auditor (Project Leader)	Date of Audit:			

SAFETY AUDIT RATING GUIDE

I. MANAGEMENT INVOLVEMENT

Safety Policy, Attitude and Goals

Policy

1. Is there a written (), verbal () safety policy for the Company (), Plant () _____
2. Is the policy oriented to prevention of all injuries () compensation cases only? () is it accident prevention oriented? () or total loss control oriented? ()
3. Are employees, supervisors, and managers familiar with and understand the safety policy? _____
Is it adhered to? _____

Commitment and Attitude

4. Does all management support the safety program enthusiastically and with a strong commitment? (), nominal support? (), lip service only? (), indifference? ()
5. What is management's attitude toward the Safety Audit? ()
6. What is the general attitude toward accident prevention by:
- management? _____
- supervisors/foremen? _____
- workers? _____
7. Are labour-management relations excellent? (), good? (), fair? (), poor? ()
8. Is safety included on the agenda of the regular senior management meetings? _____
- supervisor meetings? _____

Goals and Objectives

9. Have managers, foremen set safety objectives for the current year? _____

- next two years: _____

Safety Program Co-ordination

10. Is there a Safety Co-ordinator -- Part or Full Time? _____

- Name: _____ Title: _____

- To whom does he report? _____

- What is his training and experience? _____

Item rating - excellent? (), good (), fair? (), poor? ()

Responsibility and Accountability for Safety

11. Is success in accident prevention one of the criteria used in promoting managers and supervisors/foremen? _____

12. Is responsibility for safety (accident prevention) defined in a safety manual or handbook? _____

- do those responsible for safety understand their responsibility? _____

13. Do all levels of management and employees understand their responsibility for safety? _____

14. Is safety responsibility included in all job descriptions? _____

15. Is safety included in the appraisal of job performance? _____

16. Are accident costs charged against individual parts of the plant or establishment? _____

17. Are supervisors required to submit periodic safety activity reports to senior management? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

II. JOINT WORKSITE OH & S COMMITTEE(S) AND GROUP MEETINGS

1. Is there a worksite Safety Committee (joint Management-Labour) in accordance with OH & S Act - Sections 25 & 31u & Reg. #197/77? _____

- Are committee members' names posted? _____
2. How often does it meet? _____
3. To whom does it report? _____
4. How effective is it? _____
5. Who serves as chairperson? _____
6. To what extent are the plant and senior managers involved? _____

7. Is an agenda prepared for each meeting? _____
8. Are reports of serious accidents reviewed by the committee? _____

9. Does the committee make recommendations to prevent their re-occurrence? _____

10. Does the committee undertake safety inspections? _____

Group Safety Meetings

11. Are these held with employees to discuss timely health and safety topics? _____
How often? _____
12. Are Tool Box Meetings (5-10 minutes) held? _____
How often? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

III. SAFETY EDUCATION AND TRAINING

1. Is there a planned safety training program? _____
 - Who conducts the training sessions _____
 - What is the nature of these sessions _____

 - Who attends _____

2. What other job training session programs are in effect? _____

3. What orientation and training is provided for new employees? _____

 - Do they receive a safety manual/handbook? _____
4. Are descriptions of serious accidents posted or otherwise publicized? _____

 - At the plant or establishment level? _____
5. Is the accident record publicized? _____
6. Have there been any special educational programs on safety glasses, safety shoes, or other protective equipment during the past year? _____

7. To what extent are the preventative aspects of safety emphasized in the educational program? _____

8. Do you receive a regularly published safety news magazine or letter? _____

 - Are these circulated? _____
9. What safety posters, pamphlets, films, slides, VCR, and similar visual promotional aids are in use? _____

 - What are their quality? _____
10. Is a Wise Owl program in effect? _____
11. Are any other safety award programs in effect? _____

12. Are company (department) safety rules posted? _____
 - generally understood _____
 - are they reviewed at safety meetings? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

IV. COMMUNICATIONS AND PROMOTIONS

Use of Statistics

1. Are injury and illness statistics and descriptions of accidents distributed regularly to the department heads, supervisors/foremen and the employees? _____
2. Are summaries of accident statistics reported quarterly to the Health and Safety Committee? _____
3. Are serious injuries reported to management immediately? _____

Promotion

4. Are there adequate numbers of bulletin boards for safety and health control purposes? _____
5. Are bulletin boards positioned so employees can view them easily? _____
6. Are copies of the safety and health policy and the OH & S Act posted for all employees to see? _____
7. Do foremen/supervisors and the Joint OHC communicate safety and health information to employees? _____
8. Is there an on-going housekeeping promotion in the organization? _____
9. Has a survey of all facilities been made to determine the adequacy and compliance with legislative requirements? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

V. SAFETY INSPECTIONS

1. Is there a planned program of regular safety inspections? _____
2. Who conducts them? _____
3. How frequently? _____
4. How extensive are they? _____
5. Are check lists used? _____
6. Who are they reported to? _____
7. Is there any planned follow-up? _____
8. Are employees encouraged to report unsafe conditions and practices/actions? _____

9. How are these safety suggestions (reports) handled? _____

10. Have critical (hazardous) operations been identified? _____
11. Do they receive special inspection attention? _____
12. How? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

VI. ACCIDENT INVESTIGATIONS, REPORTING, STATISTICS AND ANALYSIS

Investigations

1. Is there a written investigation procedure per OH & S Act - Section 14? _____

2. Is there a standard report form for investigation? _____
3. What accidents/incidents are investigated? _____

 - Are property damage and material loss accidents investigated? _____
 - Are near-miss accidents investigated? _____
4. Is there a complete investigation per OH & S Act Section 13 and 14 and Regulation 298/81 & 440/81? _____

5. Who investigates accidents? _____
 - To what extent are senior management, supervisors involved? _____
6. Are investigations conducted in a manner likely to reveal the real cause of the accident? _____
7. How promptly are they investigated? _____
8. Who prepares the report? _____
9. Who receives the report? _____
10. Are the reports clear, concise and well written? _____

11. Are remedial measures implemented promptly? _____

Reporting

12. Is there a standardized system for reporting and processing accidents/incidents and emergencies? _____
13. Is there an evaluation plan? _____
14. Are victims and witnesses of accidents required to sign sworn statements or otherwise subject to coercion? _____
15. Is it the practice to discipline accident victims who are believed to have contributed to the accident? _____
16. Are the victims usually blamed for the accident to the exclusion of environmental conditions? _____

Statistics and Analysis

17. Is a statistical record maintained? _____
18. Is there a first aid record book maintained? _____
19. Is the cost of property damage and material loss accidents recorded? _____
20. What is made of these statistics? _____
21. Are they analyzed or reviewed periodically? _____
22. Are statistics broken down into types by causes? _____
23. Are accident statistics available for the enterprise as a whole? (), for individual areas (office, production, maintenance, warehousing)? (), by occupation? ()
24. Do accident statistics include costs, what kind (comprehensible, medical aid, property and vehicle damage)? ()
25. Are the conclusions drawn by the analysis of these statistics used effectively by management to determine corrective action? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

VII. WCB CLAIMS MANAGEMENT

1. Is there a proper accident/incident injury reporting system in place to record particulars in the "First Aid and Accident Record Book" for maintaining and processing WCB - Employers Report of Accident Forms #C-040? _____

2. Is the information recorded on the Supervisors accident/incident report form used to complete WCB report form? _____
3. Is there one person in charge of forwarding WCB claim reports to the Board? _____
4. Does a procedure exist for maintaining a follow-up on all claims? _____
5. Does your firm receive a WCB monthly statement of:
 - Injury statistics _____
 - Injury costs _____
6. Is there a review and follow-up made of these monthly injury statistics and cost statements? _____
7. Are all department heads and Supervisors/Foremen aware of the proper reporting procedure for WCB claims? _____
8. Does your firm maintain adequate records of "First Aid Treatment and Accident Record Book"? _____
9. Are WCB reporting procedures "In All Cases of Injury" posters located where employees can see them? _____
10. Are copies of workers' and employer's information handbooks on Workers' Compensation kept readily available for worker and employer staff reference? _____
11. Are management aware of the WCB rate of assessment for their particular industry classification? _____

Item ratings - excellent? (), good? (), fair? (), poor? ()

VIII. EMPLOYEE HEALTH CARE SERVICES

Medical Precautions

1. Is there an employee health care department or someone responsible for employee health? _____
2. Are pre-employment physicals performed for all staff to determine if the physical condition of perspective employee matches the job requirements? _____
3. Does this include periodic examinations or tests as indicated by health hazard exposures and/or required by legislation? _____
4. Are employee health records maintained and stored as required by legislation (OH & S Act Section 31z)? _____

5. Does your facility employ or contract the services of a Nurse? (), Physician? (), on a part-time (), or full-time () basis?

Control of Return to Work

6. Do you maintain records of all employees off work due to injury or illness? _____
7. Is follow-up made by the Supervisor and/or Nurse to determine expected date of return? _____
8. In evaluating employees appropriate return to work are considerations given to:
- (a) The employee's physical condition? _____
- (b) Workplace demands? _____
- (c) Education necessary? _____
- (d) Job safety analysis? _____
- (e) A light duty program? _____
9. Is follow-up made for employees exposed to communicable diseases, infectious conditions or who are ill for 3 days or more to determine expected date of return? _____
10. Do all staff returning from sick leave or compensation report to the Employee Health Care Department or whom? _____

Preventative Health

11. Is there a preventative health program emphasizing importance of life styles (i.e. - nutrition, exercise, recreation, stress control, blood pressure)? _____
12. Do you provide counselling and education programs on preventative health to individual employees? _____

First Aid

13. Do emergency procedures exist and are they available to employees including phone numbers and addresses of hospitals, doctors, poison control centre, fire department and ambulance? _____
14. Are these emergency procedures reviewed and known by the staff for fires, chemical spills, medical emergencies? _____
15. Are all first aid facilities and equipment maintained to legislated standards (OH & S Act F/A Reg. # 299/81 & 85/82)? _____

16. Are the number of first aid units/kits adequate? _____
17. Is a poster prominently displayed requiring employees to immediately report and record all injuries/illness to the first aid location? _____
18. Are there sufficient first aid rooms readily accessible to ensure prompt treatment? _____
19. Are there sufficient qualified first aid persons available at all times to give: first aid treatment? (), Cardiopulmonary resuscitation (CPR)? ()

Item rating - excellent? (), good? (), fair? (), poor? ()

IX. OCCUPATIONAL HYGIENE

1. Is there a current inventory of all occupations indicating the various tasks involved and their potential health hazards identified? _____
2. Are levels of exposure measured and documented and records kept of each employee's exposure to the biological, chemical and physical hazards in the workplace? _____
3. At each facility is there an up-to-date list of all hazardous chemicals and other substances used or manufactured to identify their chemical name(s) and composition of all toxic substances used and related hazardous exposures (OH & S Act - Section 24 & Chemical Hazards Regulation #8/82 and 243/83)? _____
4. Do you consult the Occupational Health Services Hygiene Branch regarding occupational health concerns? _____
5. Do you maintain material safety data sheets on all chemical substances used, stored or manufactured in the organization's operations? _____
6. Are regular, planned inspections carried out which address occupational hygiene hazards? _____
7. Are toxic fume conditions and other health hazards monitored regularly to ensure that they are within prescribed limits of acceptability (Chemical Hazards Reg. #8/82 and 242/83)? _____
8. Are medical examinations carried out as per the OH & S Act (Sections 15, 16, 17, 18 and 19)? _____
 - where certain toxic substances have been identified and are present in the workplace? _____
 - audiometric tests (for hearing) - Noise Reg. #314/81 & 439/81? _____

9. Do these examinations verify that the preventative controls are providing adequate protection? _____
10. Are there written safe practices/procedures and special instructions given to all personnel who are exposed to all hazardous materials during:
- acquisition? _____
 - handling? _____
 - storage? _____
 - disposal? _____
11. Are all hazardous materials used, stored or manufactured in the workplace labelled? _____
12. Does the label on hazardous material containers provide information on:
- existence of hazardous substances? _____
 - nature of the hazard (health and/or fire risk)? _____
 - precautions in handling? _____
 - emergency treatment? _____
13. Is education and training provided to the Joint OH & S Committee(s), management and employees, to increase awareness of the occupational hygiene hazards within their workplace? _____
14. Are occupational hygiene hazards and concerns reviewed with the Joint OH&S Committee(s)? _____
15. Are areas containing particular hazards posted to alert employees of the risk (i.e. noise, caustic fumes)? _____
16. Does engineering, employee health care services or appropriate departments review new or proposed procedural changes to establish
- possible health hazards? _____
 - possible control measures in advance? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

X. SPECIAL ACCIDENT PREVENTION MEASURES

A. Emergency Plans

1. Is there an emergency plan in writing? _____
2. Are there detailed instructions for each department? (), building? (), or area? ()
3. Do the detailed instructions deal with evacuation procedures for:
 - toxic fumes or gases? _____
 - fires? _____
 - explosions? _____
 - bomb threats? _____
 - work shut down? _____
 - other emergency procedures? _____

Emergency Power and Lighting

4. Is emergency power and lighting adequate? _____
 - does it meet Provincial regulations where applicable (OH & S Reg. # 448/43 - Section 19-1 & 2)? _____
5. Is emergency power and lighting provided in all areas where continuous operations are required for life safety or conservation of vital materials and property? _____
6. Is emergency power and lighting tested in accordance with recommended practices and Provincial Regulation requirements? _____
7. Are tests and defects recorded with defects repaired immediately? _____

Emergency Co-ordinator

8. Has a co-ordinator been appointed in writing to administer the overall emergency plans? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

B. Personal Protective Equipment

1. Is proper personal protective equipment available to employees (OH & S Reg. #448/83 - Part 5 and OH & S Act Section 31 - A.2)? _____

2. Are personal protective equipment standards/rules and procedures defined in writing for appropriate jobs? _____
3. Is the wearing of the equipment, protective device or clothing by the employee being:
 - used as prescribed? _____
 - consistently enforced? _____
 - do you have disciplinary procedures for violations of rules for non-use of protective equipment? _____
4. Are employees given proper fittings for personal protective equipment requiring special attention such as respirators, eye and hearing protections? _____
5. Are employees properly instructed in the need for, use, cleaning and maintenance of personal protective equipment? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

C. Housekeeping

1. Is there an ongoing housekeeping promotion in the organization (OH & S Reg. #448/83 - Section 20)? _____
2. Has responsibility for clean-up in certain area(s) been designated?

 - are these written? (), or verbal? ()
3. Are regular housekeeping tours conducted? () how often: monthly (), quarterly (), yearly ().
4. Who goes on these tours? _____
5. Are these documented with recommendations for corrective action?

6. Is there follow-up to verify corrective actions taken? _____
7. What do employees feel about level of housekeeping? _____
8. Are cleaning aids (vacuums, cleaning equipment and compounds) for better housekeeping provided? _____

Item rating - excellent? (), good? (), fair? (), poor? ()

D. Off-the-Job Safety (Road and Home)

1. Do you have an off-the-job safety program? _____
2. Is off-the-job safety included in the new employee indoctrination program? _____
3. Do you give employees off-the-job safety talks? _____
4. Are company and community publications used to carry this safety information? _____
5. Do you sponsor regular radio programs of entertainment with scheduled short safety remarks? _____
6. Are safety films relating to off-the-job experiences shown during lunch hours? _____
7. Are safety talks given at community meetings? _____
8. Are off-the-job safety pamphlets made available at strategic places and suitable pamphlets mailed to each employee's home every 6 months? _____
9. Does your company promote and assist with community meetings? _____
10. Are contests of various types held? _____
11. Are thermometer-type score boards for off-the-job injuries set up? _____
12. Are exhibits and demonstrations held on the job and in community affairs to build community good will? _____
13. Do you sponsor off-the-job courses relating to work, home and driving safety? _____

Item rating - excellent? (), fair? (), good? (), poor? ()

XI. ENGINEERING AND PURCHASING CONTROLS

Engineering

1. When constructing facilities or making changes, are workplace designs and layouts examined for:
 - safety and health? _____
 - fire protection? _____
 - ergonomic factors (relationship of workers and his/her work environment)? _____

2. When constructing or expanding facilities are all production processes analyzed for specific safety and health factors? _____

3. Do all machines with moving parts, which pose a hazard have guarding? _____

4. Are all employees who deal with new equipment properly trained to use the equipment? _____

5. Does the engineering or maintenance department keep records of equipment specifications? _____
- is equipment checked regularly against these specifications? _____
6. Does the facility have a preventative maintenance program which means inspection and maintenance schedules are established for all equipment (fixed or portable)? _____

7. Does the engineering staff have a good attitude toward safety and health? _____

8. Does the engineering staff involved in the safety and health program have a good knowledge of the requirements to provide a safe environment and instill a high priority for the maintenance of buildings and equipment? _____

9. Do personal protective devices and equipment become a part of the design of new machinery? _____

10. Is personal protective equipment provided and used where necessary? _____

11. Is there an Industrial Engineering Section with responsibility for the following areas: job evaluation (), methods improvement (), work simplification (), quality control (), etc? _____

Purchasing

12. Does the purchasing agent always liaise with the appropriate supervisors, engineering and the health and safety committee to ensure that new equipment is safe before purchasing? _____

13. Does your organization have a purchasing policy statement or senior management directive that includes safety and health requirements? _____

Item rating - excellent? (), fair? (), good? (), poor? ()

XII. MOTIVATING YOUR EMPLOYEES

Safety Awards

1. Do you have any type of safety award program in effect? _____
2. Is this for recognition for having worked many years without a disability on an individual () or group basis ()?
3. If an award plan is in effect, which of the following incentives do you provide: prizes (), awards (hard hat stickers, certificates, belt and lapel pins, plaques) (), banquets (), souvenirs (), cash (), safety equipment for off-the-job (first aid kits, fire extinguishers, child restraints for cars) (), dinner outings ().
4. Is a "Wise Owl" program in effect? _____
5. Are there any other Safety Awards Programs in effect? _____

Item rating - excellent? (), fair? (), good? (), poor? ()

ANALYSIS OF OCCUPATIONAL HEALTH AND SAFETY PROGRAM

Safety Audit Summary of Ratings

Company: _____

Location: _____

Audit Team: _____

Safety Elements Assessed	Assessment			
	Excellent	Good	Fair	Poor
1. Management Involvement and Commitment				
(a) Safety Policy				
(b) Program Co-ordinator				
(c) Management Meetings				
(d) Safety Commitment and Attitudes				
(e) Responsibility and Accountability				
(f) Goals and Objectives				
(g) Rules, Policies and Procedures				
2. Joint Worksite OH & S Committees and Group Meetings				
3. Safety Education and Training				
4. Communications and Promotion				
5. Safety Inspections				
6. Accident Investigations, Reporting, Statistics and Analysis				
7. WCB Claims Management				
8. Employee Health Care Services				
9. Occupational Hygiene (Noise, Dusts, Gases, Chemicals, etc.)				
10. Special Accident Prevention Measures				
(a) Emergency Preparation (Fire, Lights)				
(b) Housekeeping				
(c) Personal Protective Equipment				
(d) Off-the-Job Safety (Road and Home)				
11. Engineering and Purchasing Controls				
12. Motivating Your Employees (Safety Awards)				
TOTAL				
* <u>Program Overall Rating</u>	Excellent - Good - Fair - Poor -			
Note: This is not an average of the item ratings, but is the auditor's assessment of our company's overall effectiveness of your present safety program in preventing accidents.				
Auditor (Project Leader)	Date of Audit:			

For Firms: 50 or More Employees

SAFETY AUDIT RATING GUIDE

I. MANAGEMENT INVOLVEMENT AND COMMITMENT

Safety Policy

1. Is there a written? () or verbal (), Safety and Health Policy for the Company (), Plant? ()
2. Does it reflect management's positive attitude and commitment towards safety and health?
3. Is the Policy oriented to: prevention of all injuries? (), compensation cases only? (), accident prevention? () or total loss control? ()
4. Is the Policy signed by the Chief Operating Executive?
5. Is the Policy known and understood by all employees?
 - Evidence of this _____
 - Is the Policy adhered to? _____

Safety Program Co-ordination

6. Has one or more persons been designated as the safety and health co-ordinator?
 - Name _____ Title: _____
 - to whom do they report? _____
 - what is their training and experience? _____

Management Meetings

7. Is safety and health included on the agenda of all levels of management meetings?
8. How frequently are these general meetings held? every month () not held ().

Yes
No

Scoring

	Yes No	Scoring
<u>Commitment and Attitudes</u>		
9. Does all management support the safety and health program enthusiastically and with a strong commitment? - nominal support? () lip service only? () indifference? ()		
10. What is the general attitude towards accident prevention by Supervisors/Foremen, Employees?		
11. What is management's attitude towards this safety audit?		
12. Are Labour/Management relations excellent? () Good? () Fair? () Poor? ()		
<u>Responsibility and Accountability</u>		
13. Is the responsibility for safety (accident prevention) clearly defined in Safety Handbook / Manuals? () all job descriptions? ()		
14. Have all employees been informed and do they understand their responsibility for safety and to report hazards to their immediate Supervisor?		
15. Is there a written procedure for dealing with the reported hazard?		
16. Are supervisors appraised with respect to the health and safety record (performance) in their area?		
17. Are Managers' or Supervisors' success in accident prevention in their work area, one of the criteria used in promoting them?		
18. Are accident costs charged against individual parts of the plant or establishment?		
19. Are Supervisors required to submit periodic safety activity reports to senior management?		

	Yes No	Scoring
<u>Goals and Objectives</u>		
20. Have Managers, Supervisors/Foremen set safety objectives for the current year?		
- what are they? _____		
- next two years? _____		
Totals	Yes No	
Total Scoring		
<u>Safety Rules, Policies and Procedures</u>		
21. Is there a procedure in place to analyze all aspects of each job (Job Safety Analysis - "JSA")?		
22. Do written job procedures exist where necessary for those jobs having a high injury rate? Are these procedures adjusted in accordance with JSA?		
23. Are all employees issued with an Employees Handbook or Rule book which outlines general facility policies and health and safety responsibilities?		
24. Are checks made to ensure contents are known?		
25. Are general rules posted in positions and places that reinforce their message and purpose?		
26. Are health and safety policies and rules adhered to?		
27. Does your organization have copies of all relevant regulations under the OH & S Act?		
28. Does a written policy or rules exist which reflects the importance of wearing personal protective equipment?		

		Yes No	Scoring
29.	Are written procedures available in each department for the proper use of protective equipment?		
30.	Are there written policies and procedures established for the checking of all equipment regularly (preventative maintenance programs)?		
31.	Does a purchasing policy exist which requires input from safety committees, on equipment purchases regarding the health and safety perspective?		
32.	Are there written procedures for handling and caring of injured workers?		
33.	Has a list of light duty assignments been prepared and approved by the manager/owner?		
Totals		Yes No	
Total Scoring			

II. JOINT WORKSITE OH & S COMMITTEE(S) AND GROUP SAFETY MEETINGS

1. Do you have a joint Labour/Management Safety and Health Committee established in Accordance with OH & S Act Section 25 & 31u and regulation 197/77.
2. Are committee members names posted?
3. How often does it meet?
4. To whom does it report?
5. How effective is it?
6. Who serves as chairperson?

	Yes No	Scoring
7. To what extent are the plant and senior Managers involved? _____		
8. Is an agenda prepared and distributed ahead of time for each meeting? _____		
9. Are reports of serious accidents reviewed by the committee?		
10. Is there a written follow-up procedure to ensure implementation of Committee recommendations for corrective action?		
11. Is there a written procedure to handle requests from and provide information to employees on safety and health hazards?		
12. Is there a written procedure to handle requests from and provide information to employees on safety and health hazards?		
13. Does the Committee undertake regular safety inspections?		
14. Are OHC members permitted to attend training programs?		
<u>Group Safety Meetings</u>		
15. Are these held with employees to discuss timely topics relating to safety and health? () How often? _____		
16. Are recommendations from Joint OH & S Committees discussed at group meetings?		
17. Are records maintained which indicate when group safety meetings were held, who was present, who conducted them, topics discussed, recommendations made, etc.?		
18. Are 5 - 10 minute Tool Box meetings held? How often? _____		
Totals	Yes No	
Total Scoring		

III. SAFETY EDUCATION AND TRAINING

Yes
No

Scoring

Management

1. Are new members of senior management given an orientation to the safety and health program?
2. Is a formal training course in safety and health given to senior management personnel?

Supervisory

3. Are supervisory through middle management personnel given an initial format training course in safety and health?

Safety Co-ordinator

4. Has the co-ordinator of safety completed a basic and/or advanced training course(s) in safety and health from a recognized outside agency?

All Employees

5. Does the orientation program for all staff include the following:
 - hazard awareness and reporting?
 - general rules and procedures?
 - safety and health policy?
 - provincial legislative requirements?
6. In high accident/incident areas are safety rules posted?
 - are they generally understood?
 - are they reviewed at safety meetings?

Education Session

7. Are safety and health pamphlets, posters, brochures, films, slides, VTR distributed and shown regularly?
 - which ones are in use?
 - what is their quality?

	Yes No	Scoring
8. Are descriptions of near misses, serious accidents, fatalities, fires and explosions, property damage and chemical spills, etc. posted or otherwise publicized at the plant or establishment level?		
9. Is the accident record publicized and discussed at general safety meetings?		
<u>Training Needs</u>		
10. Is there a planned safety training program? - who conducts the training sessions?		
11. Has a list of all jobs been prepared in order to identify training needs?		
12. Does the list of jobs, to identify training needs, encompass applicable legislation?		
13. Does the training needs include Joint OH & S Committee members and others accountable for safety and health programs (who attends)? _____		
14. Do injured staff returning to work attend an educational program pertaining to their work? () Occupational Safety and Health? (), review of JSA? ()		
15. Have there been any special educational programs on safety glasses, safety shoes, or other protective equipment during the past year? _____		
16. To what extent are the preventative aspects of safety emphasized in the educational program?		
<u>Health Training</u>		
17. Are there ongoing information, education and training programs to make management, employees, and OH & S committee members aware of the occupational illness aspects of their jobs?		

	Yes No	Scoring
<u>Job Orientation</u>		
18. Is there an initial formal job orientation for all new or transferred employees?		
19. Which of the following subjects are covered in the orientation of new or transferred employees: Safety? () Occupational Health? () Fire? () Other? () _____		
Totals	Yes No	
Total Scoring		

IV. COMMUNICATIONS AND PROMOTIONS

Use of Statistics

1. Are injury and illness statistics and descriptions of accidents distributed regularly to the department heads, supervisors/foremen and the employees?
2. Are summaries of accident statistics reported quarterly to the Joint Health and Safety Committee?
3. Are serious injuries reported to management immediately?

Promotion

4. Are there adequate numbers of bulletin boards for safety and health control purposes?
5. Are bulletin boards positioned so employees can view them easily?

	Yes No	Scoring
6. Are copies of the safety policy and the OH & S Act posted for all employees to see?		
7. Do foremen/supervisors and the Joint OHC communicate safety and health information to employees?		
8. Is there an ongoing housekeeping promotion in the organization?		
9. Has a survey of all facilities been made to determine the adequacy and compliance with legislative requirements?		
Totals	Yes No	
Total Scoring		

V. SAFETY INSPECTIONS

1. Is there a procedure in place for plant inspections to be carried out regularly per OH & S Act Sections 6 and 20?
2. Has responsibility for conducting planned inspections been defined (who conducts them)?
Supervisor () OHC Team () Outside Inspector ()
3. How extensive are they (what areas)? Spot () Complete (). Are checklists of items to be looked for, provided and used by persons making inspections?
4. Is there a procedure for reporting results of inspections?
5. Who are inspections reported to?

		Yes No	Scoring
6.	Are records kept of all inspections?		
7.	Is there planned follow-up with appropriate corrective measure?		
8.	Are job observations of work practices/procedures (unsafe acts) a part of the inspection?		
9.	Do members of management conduct job observation tours of their work area on a continuous basis?		
10.	Are recommendations for improvements made and carried out as a result of job observations done?		
11.	Are employees encouraged to report unsafe conditions and acts (practices)?		
	- how are these safety reports or suggestions handled by the OHC? () Supervisor? () or others? ()		
12.	Have all sub-standard conditions and practices been identified?		
	- are they analyzed and classified as to hazard potential?		
	- to determine basic or underlying causes?		
	- do they receive special inspection attention? How? _____		
13.	Are inspection reports reviewed by:		
	- appropriate senior management?		
	- appropriate management at all levels?		
Totals		Yes No	
Total Scoring			

VI. ACCIDENT INVESTIGATIONS, REPORTING, STATISTICS AND ANALYSIS

Yes No	Scoring

Accident Investigation

1. Is there a written accident investigation procedure per OH & S Act - Section 14?
2. Is there a standard form for accident investigation?
3. Is there a complete investigation of the following incidents by the immediate Supervisor with the results recorded on a standard form and per OH & S Act - Section 13 and 14, and designation of serious Injury and Accident Regulation 298/81 and 440/81?
 - all near misses, non and disabling injuries and occupational illnesses?
 - disabling injuries and occupational illnesses?
 - fatalities?
 - fire and explosions?
 - vehicle and equipment accidents?
 - property damage with costing recorded?
 - chemical spills and other related accidents/incidents?
 - other accidents/incidents?
4. Are investigations conducted in manner likely to reveal the real causes of the accident?
5. How promptly are they investigated? _____

Reporting

6. Are Occupational Health and Safety Division Worksite Services notified of serious injury or accident per OH & S Act - Section 13?

	Yes No	Scoring
<p>7. Which of the following are included in the reporting and accident investigation aspects of the procedure?</p> <ul style="list-style-type: none"> - the immediate Supervisor? - member(s) of the Joint OH & S Committee? - safety personnel? - other? _____ - who prepares the reports? _____ - who receives the reports? _____ <p>8. Are the reports clear, concise and well written?</p> <p>9. Is it the practice to discipline accident victims who are believed to have contributed to the accident?</p> <ul style="list-style-type: none"> - are the victims usually blamed for the accident to the exclusion of environmental conditions? <p><u>Statistics and Analysis</u></p> <p>10. Is there a first aid record book maintained?</p> <ul style="list-style-type: none"> - what use is made of these statistics? _____ <p>11. Is a statistical record maintained for disabling injury rates and computed and communicated to senior Management: Every month? () Every 2 months? () Every 3 months? () Every 6 months? () yearly? () not done? ()</p> <p>12. Are they analyzed or reviewed periodically?</p> <ul style="list-style-type: none"> - Are statistics broken down into types by causes? - Are accident Statistics available for the enterprise as a whole? (), for individual plants? (), for major parts of individual plants? (), office, maintenance, warehousing? (), by occupation? () 		

		Yes No	Scoring
13.	Do accident statistics include costs, what kind (medical aid, pensions, property and vehicle damage)?		
14.	Are the conclusions drawn from the analysis of these statistics used effectively by Management to determine corrective action?		
<u>Follow-up</u>			
15.	Is there a written procedure for ensuring remedial measures and follow-up to the recommendations made in the report? Are they carried out promptly?		
16.	Does Management hold a monthly review of all reports in order to: <ul style="list-style-type: none"> - determine pattern incidents? - potential hazards? - recommend and audit corrective measures? 		
17.	Do department heads report monthly on all <ul style="list-style-type: none"> - relevant incidents? - recommendations for corrective action? 		
18.	Do safety committees review all reports to determine <ul style="list-style-type: none"> - patterns of incidents? - potential hazards? and then recommend and audit corrective measures?		
Totals		Yes No	
Total Scoring			

VII. WCB CLAIMS MANAGEMENT

1. Is there a proper accident/incident injury reporting system in place for maintaining and processing WCB form "Employers Report of Accident" Form #C-040?
2. Is the information recorded on the Supervisor's accident/injury report form used to complete WCB Employer's Report of Accident?
3. Is there one person in charge of forwarding WCB form #C040 to the Board?
4. Does a procedure exist for maintaining a follow-up on all claims?
5. Does your firm receive a WCB monthly statement of:
 - Injury Statistics? _____
 - Injury Cost? _____
6. Is there a review and follow-up made of these monthly Injury Statistic and Cost Statements?
7. Are all Department Heads and Supervisors/Foremen aware of the proper reporting procedure for WCB claims?
8. Does your firm maintain adequate records of "First Aid Treatment and Accident Record Book"?
9. Are WCB reporting procedures "In All Cases of Injury" posters located where employees can see it?
10. Are copies of worker's and employer's information handbooks on Workers' Compensation kept readily available for worker and employer staff reference?
11. Are management aware of the WCB rate of assessment for their particular industry classification?

Yes
No

Scoring

Totals

Yes
No

Total Scoring

III. EMPLOYEE HEALTH CARE SERVICES

Medical Precautions

1. Is there an employee health care department or someone responsible for employee health?
2. Is there an employee health care (service) manual with company policy for health care service?
3. Are pre-employment physicals performed for all staff to determine if the physical condition of perspective employee matches the job requirements?
4. Does this include periodic examinations or tests as indicated by health hazard exposures and/or required by legislation?
5. Are employee health records maintained and stored as required by legislation? (OH & S Act - Section 31 Z)
6. Does your facility employ or contract the services of a Nurse? (), Physician? (), on a part-time () or full-time () basis?

Control of Return to Work

7. Do you maintain records of all employees off work due to injury or illness?
8. Is follow-up made by the Supervisor and or Nurse to determine expected date of return.
9. In evaluating employee's appropriate return to work are consideration given to:
 - a. The employee's physical condition?
 - b. Workplace demands?
 - c. Education necessary?
 - d. Job safety analysis?
 - e. A light duty program?

Yes
No

Scoring

	Yes No	Scoring
10. Is follow-up made for employees exposed to communicable diseases, infections, conditions or who are ill for 3 days or more to determine expected date of return?		
11. Do all staff returning from sick leave or compensation report to the Employee Health Care Department or whom?		
<u>Preventative Health</u>		
12. Is there a preventative health program emphasizing importance of life styles (i.e. - nutrition, exercise, recreation, stress control, blood pressure)?		
13. Do you provide counselling and education programs on preventative health to individual employees?		
<u>First Aid</u>		
14. Do emergency procedures exist and are available to employees including phone numbers and addresses of hospitals, doctors, poison control centre, fire department and ambulance?		
15. Are these emergency procedures reviewed and known by the staff for fires, chemical spills, medical emergencies?		
16. Are all first aid facilities and equipment maintained to legislated standards? OH & S Act First Aid Regulation 299/81 and 85/82.		
17. Are the number of first aid units/kits adequate?		
18. Is a poster prominently displayed requiring employees to immediately report and record all injuries/illness to the first aid location?		
19. Are there sufficient <u>first aid rooms</u> readily accessible to ensure prompt treatment?		

		Yes No	Scoring
20.	Are there sufficient <u>qualified first aid persons</u> available at all times to give: first aid treatment () cardiopulmonary resuscitation (CPR) ()?		
Totals		Yes No	
Total Scoring			

IX. OCCUPATIONAL HYGIENE

1. Is there a current inventory of all occupations indicating the various tasks involved and their potential health hazards identified?
2. Are levels of exposure measured and documented and records kept of each employee's exposure to the biological, chemical and physical hazards in the workplace?
3. At each facility is there an up-to-date list of all hazardous chemicals and other substances used or manufactured to identify their chemical name(s) and composition of all toxic substances used and related hazardous exposures? (Section 24 OH & S Act and "Chemical Hazardous" Regulation 8/82 and 242/83)
4. Do you consult the Occupational Health Services Hygiene Branch regarding occupational health concerns?
5. Do you maintain material safety data sheets on all chemical substances used, stored or manufactured in the organization's operations?
6. Do you exercise any of the following types of controls for all potential hazards which have been identified?

	Yes No	Scoring
<ul style="list-style-type: none">- engineering controls- work practices- administration controls- personal protection		
7. Are regular, planned inspections carried out which address occupational hygiene hazards?		
8. Are toxic fume conditions and other health hazards monitored regularly to ensure that they are within prescribed limits of acceptability? (Chemical Hazards Regulation 8/82 and 242/83)		
<ul style="list-style-type: none">- what instruments are available for this purpose?		
9. Are medical examinations carried out as per the Occupational Health and Safety Act Sections 15 to 19?		
<ul style="list-style-type: none">- where certain toxic substances have been identified and are present in the workplace?- audiometric tests (for hearing) Noise Regulation #314/81 and 439/81?		
10. Do these examinations verify that the preventative controls are providing adequate protection?		
11. Are there written safe practices/procedures and special instructions given to all personnel who are exposed to all hazardous materials during;		
<ul style="list-style-type: none">- acquisition?- handling?- storage?- disposal?		
12. Are all hazardous materials used, stored or manufactured in the workplace labelled?		
13. Does the label on hazardous material containers provide information on:		
<ul style="list-style-type: none">- existence of hazardous substances?- nature of the hazard (health and/or fire risk)?- precautions in handling?- emergency treatment?		

	Yes No	Scoring
14. Is education and training provided to the Joint OH & S Committee(s), Management and employees, to increase awareness of the occupational hygiene hazards within their workplace?		
15. Are occupational hygiene hazards and concerns reviewed with the Joint OH & S Committee(s)?		
16. Are areas containing particular hazards posted to alert employees of the risk? i.e. noise, caustic fumes?		
17. Does engineering, employee health care services or appropriate departments <u>review new or proposed procedural changes to establish</u>		
- possible health hazards?		
- possible control measures in advance?		
Totals	Yes No	
Total Scoring		
X. SPECIAL ACCIDENT PREVENTION MEASURES		
A. <u>Emergency Plans</u>		
1. Is there an emergency plan in writing?		
2. Are there detailed instructions for each department (), building (), or area ()?		
3. Do the detailed instructions deal with evacuation procedures for:		
- toxic fumes or gases?		
- fires?		
- explosions?		
- bomb threats?		
- work shut down?		
- other emergency procedures? _____		

		Yes No	Scoring
<u>Emergency Power and Lighting</u>			
4.	Is emergency power and lighting adequate? - does it meet Provincial regulations where applicable? (OH & S Regulation #448/43 - Section 19 - 1 and 2)		
5.	Is emergency power and lighting provided in all areas where continuous operations are required for life safety or conservation of vital materials and property?		
6.	Is emergency power and lighting tested in accordance with recommended practices and provincial Regulation requirements?		
7.	Are tests and defects recorded with defects repaired immediately?		
<u>Emergency Co-ordinator</u>			
8.	Has a co-ordinator been appointed in writing to administer the overall emergency plans?		
Totals		Yes No	
Total Scoring			
B. <u>Personal Protective Equipment</u>			
1.	Is proper personal protective equipment available to employees? (as per OH & S Act - Section 31 (A.2) and Regulation #448/83 - Part 5?		
2.	Are personal protective equipment <u>standards/ rules and procedures defined in writing</u> for appropriate jobs?		

	Yes No	Scoring
3. Is the <u>wearing of the equipment</u> , protective device or clothing by the employee being: - used as prescribed? - consistently enforced? - do you have <u>disciplinary procedures for violations</u> of rules for non-use of protective equipment?		
4. Are employees <u>given proper fittings for personal protective equipment</u> requiring special attention such as respirators, eye and hearing protections?		
5. Are employees <u>properly instructed in the need for, use, cleaning and maintenance</u> of personal protective equipment?		
<div>Totals</div> <div>Yes No</div>		
<div>Total Scoring</div>		
<u>Housekeeping</u>		
1. Is there an ongoing housekeeping promotion in the organization? (OH & S Regulation # 448/83 - Section 20)		
2. Has responsibility for clean-up in certain area(s) been designated? - are these written () or verbal ()		
3. Are regular housekeeping tours conducted? How often: monthly (), quarterly (), yearly ()?		

	Yes No	Scoring
4. Who goes on these tours? _____		
5. Are these documented with recommendations for corrective action?		
6. Is there follow-up to verify corrective actions taken?		
7. What do employees feel about level of housekeeping?		
8. Are cleaning aids (vacuums, cleaning equipment and compounds) for better housekeeping provided?		
Totals	Yes No	
Total Scoring		
D. <u>Off-the-Job Safety</u> (Road and Home)		
1. Do you have an off-the-job safety program?		
2. Is off-the-job safety included in the new employee indoctrination program?		
3. Do you give employees off-the-job safety talks?		
4. Are company and community publications used to carry this safety information?		
5. Do you sponsor regular radio programs of entertainment with scheduled short safety remarks?		
6. Are safety films relating to off-the-job experiences shown during lunch hours?		
7. Are safety talks given at community meetings?		

		Yes No	Scoring
8. Are off-the-job safety pamphlets made available at strategic places and suitable pamphlets mailed to each employee's home every 6 months?			
9. Does your company promote and assist with community meetings?			
10. Are contests of various types held?			
11. Are thermometer-type score boards for off-the-job injuries set up?			
12. Are exhibits and demonstrations held on the job and in community affairs to build community goodwill?			
13. Do you sponsor off-the-job courses relating to work, home and driving safety?			
Totals		Yes No	
Total Scoring			
<hr/>			
XI. ENGINEERING AND PURCHASING CONTROLS			
<u>Engineering</u>			
1. When constructing facilities or making changes, are workplace designs and layouts examined for:			
- safety and health?			
- fire protection?			
- ergonomic factors? (relationship of workers and his/her work environment)?			
2. When constructing or expanding facilities are all production processes analyzed for specific safety and health factors?			

	Yes No	Scoring
3. Do all machines with moving parts, which pose a hazard, have guarding?		
4. Are all employees who deal with new equipment properly trained to use the equipment?		
5. Does the engineering or maintenance department keep records of equipment specifications? - is equipment checked regularly against these specifications?		
6. Does the facility have preventative maintenance program which means inspection and maintenance schedules are established for all equipment (fixed or portable)?		
7. Does the engineering staff have a good attitude toward safety and health?		
8. Does the engineering staff involved in the safety and health program have a good knowledge of the requirements to provide a safe environment and instill a high priority for the maintenance of buildings and equipment?		
9. Does personal protective devices and equipment become part of the design of new machinery?		
10. Is personal protective equipment provided and used where necessary?		
11. Is there an Industrial Engineering Section with responsibility for the following areas: job evaluation (), methods improvement (), work simplification (), quality control (), etc.?		
<u>Purchasing</u>		
12. Does the purchasing agent always liaise with the appropriate supervisors, engineering and the health and safety committee to ensure that new equipment is safe before purchasing?		

	Yes No	Scoring
13. Does your organization have a purchasing policy statement or senior management directive that includes safety and health requirements?		
Totals	Yes No	
Total Scoring		

XII. MOTIVATING YOUR EMPLOYEES

Safety Awards

1. Do you have any type of safety award program in effect?
2. Is this for recognition for having worked many years without a disability for an individual () or group basis ()?
3. If an award plan is in effect, which of the following incentives do you provide: prizes (), awards (hard hat stickers, certificates, belt and lapel pins, plaques) (), banquets (), souvenirs (), cash (), safety equipment for off-the-job (first aid kits, fire extinguishers, child restraints for cars) (), Dinner outings ()?
4. Is a wise owl program in effect?
5. Are there any other Safety Awards programs in effect?

Totals	Yes No
Total Scoring	

FOLLOWUP TO SAFETY AUDIT

Firm: _____

Address: _____

Date of Followup: _____ Date of Audit: _____

Date Report Mailed/Delivered: _____

Followup Reviewed with: _____

1. Were recommendations reviewed and completed? _____
Yes/No

If not, why? _____

2. What did you like about the report? Was it helpful? If so, in what way?

3. What didn't you like about the report? _____

4. Was the report too long? _____
Yes/No

5. Did you receive all the information needed/requested?
 If not what information do you still require?

6. What additional help do you require?

(a) Training

☐ - For 1st Line Foreman or Supervisor? _____

☐ - For Members of OHC? _____

☐ - How to Conduct a Proper Inspection of the Workplace? _____

☐ - How to Conduct a Proper Accident Investigation? _____

☐ - How to Conduct an Effective Safety Meeting? _____

☐ - Any Other Training Needs? _____

7. Assistance in revising or developing a Safety Handbook? _____

8. Develop an indoctrination pamphlet for new employees? _____

9. Develop and provide 5-Minute Safety Talks (for Tool Box Meeting)? _____

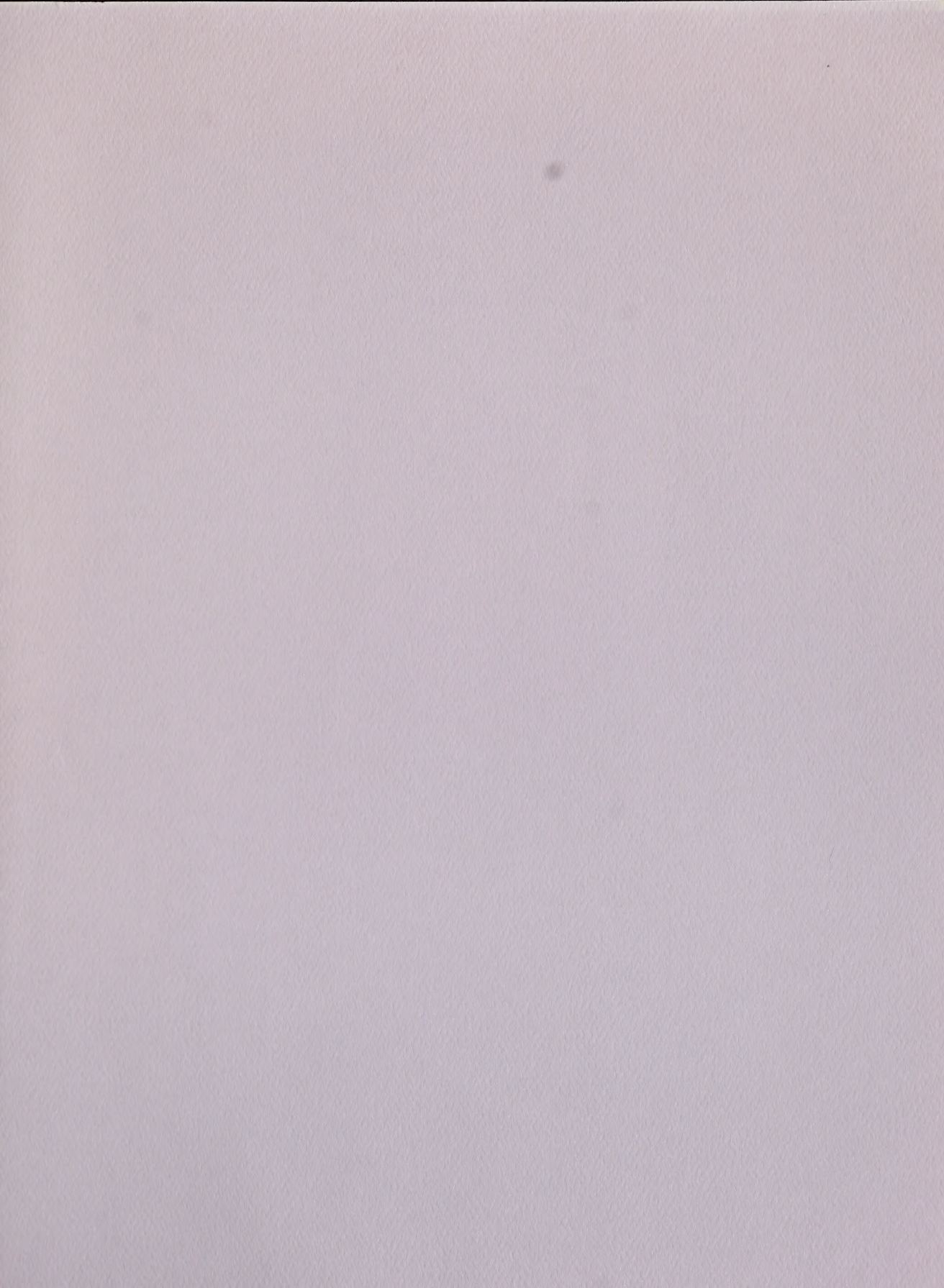
10. Conduct further inspections of workplace? _____

11. Do you see any improvements or positive changes as a result of this report and Safety Consultation?

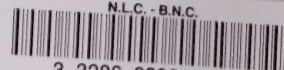
If so, what? _____

12. Can we use your firm's name as a reference to encourage other companies to participate in this program?

Overall Assessment of Followup.



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